



Islamabad, Pakistan
Date: April 26, 2023
Page 1 of 4

To: Offeror

RFQ Title: Supply of Digital Senders for U.S Embassy, Islamabad

Request Number: PR11369511

Issue Date: April 26, 2023
Closing Date: May 12, 2023

From: International Narcotics and Law Enforcement Pakistan
Procurement Department
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad, Pakistan

E-mail: HamidN@state.gov, yousaftz@state.gov;
Phone: 92-51-2015851

Subject: Request for Price Quotation – Digital Senders for Delivery in Quetta.

The International Narcotics and Law Enforcement Pakistan, a section of the Embassy of the United States of America in Islamabad announces for the Open Marked Vendors to participate in the bidding process for “**Supply of Digital Senders**”. This will be a Firm Fixed Price Purchase and bids from all potential offerors will be accepted based on the assurance of genuine product, delivery time and competitive pricing. **The product is to be delivered in Quetta, Balochistan Province, Pakistan.**

Offerors are encouraged to submit their bid before the deadline i.e Friday, May 12, 2023.

The vendors dealing in the similar trade are required to participate in this Solicitation.

A. The minimum specifications of the items are given below:

S/No	Item Description	Quantity	Unit Price (PKR)	Total Price (PKR)
1	New Branded Digital Senders: Two-sided auto document feeder, ethernet connectivity, OCR support, networking support, color touchscreen display, scan upto 100ppm/ipm, 10,000 sheets daily duty cycle, scan to USB drive, scan and send directly to email, SharePoint, USB, FTP, Fax, network, local drive, multiple destinations, support paper sizes: letter, legal, executive, business cards, handles paper sizes upto 34inches, keyboard, 220-240Volts. Including installation guide, software CDs, USB cable, power cord and all standard accessories. HP Flow 8500 fn2 OCR or Equivalent	5-Units		
Grand Total Price				

B. Quote Submission Due Date

The Quotation must be submitted electronically with subject line “Quotation for PR11369511-Supply of Digital Senders” and must be received on or before close of business **(COB) May 12, 2023**. No Quotation will be accepted after the deadline.

Submit your quotation to the following email address

HamidN@state.gov

yousaftz@state.gov

C. Requirements:

1. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
2. Quote only one and final option for each item.
3. Mention delivery period after receiving of Purchase Order.
4. Bid must be valid for minimum 20-days from the closing date for this solicitation.
5. Acceptance of our Net 30-days Payment terms.
6. Bidders must have a physical business address and evidence for business address.
7. Please provide reference of our **Request Number PR11369511** in all your correspondence regarding this RFQ.
8. Individual pricing

D. Terms and Conditions

1. Payment

Payment will be made through Electronic Funds Transfer (EFT) into Company’s bank account within thirty days after delivery and acceptance of the items and upon submission of legitimate invoice to Financial Management Center (FMC), U.S Embassy, Islamabad. Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in **.pdf** format to the Financial Management Center to IslamabadFMC-Invoices@state.gov
2. One copy clearly marked “DUPLICATE Copy for INLP – Islamabad-INLP-Procurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Financial Management Officer (FMO)
US Embassy, Diplomatic Enclave
Ramna-5, Islamabad, PAKISTAN

For payment related queries contractor will contact Financial Management Officer (FMO) IslamabadFMC-Invoice@state.gov.

2. Delivery Schedule/Period of Performance

Ex-stock or as early as possible from the date of issuance of purchase order. **The products are to be delivered in Quetta, Pakistan.** Location to be communicated at the time of order.

Please provide earliest possible delivery schedule, warranty terms and after sales services for the products in your quote. A binding delivery schedule shall be submitted by the vendor.

3. SAM registration/NDAA Certification

The vendor/firm must be registered and on active list with System for Award Management (SAM) (<https://www.sam.gov>) for doing business with U.S Government and mentioned DUNS number on their bids/quotation and also will provide National Defense Authorization Act (NDAA) Certification (specimen will be provided once the vendor/firm is selected for the task) in which the vendor has to confirm that they do not provide or use prohibited telecom equipment or service described in Public Law 115-232, also known as the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019

4. Warranty

The offered brand shall have representation in Pakistan. The offeror shall provide with its offer the detailed warranty provisions that will be applicable for the offered brand in Pakistan.

5. Inspection & Acceptance

A U.S. Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products and work shall be notified to vendor.

6. Evaluation Criteria

- a. The award will be made to the Lowest Price Technically Acceptable vendor that can meet the salient physical, functional, performance characteristics as well as after sales network for the offered brand.
- b. The vendor will provide details of at least three orders executed within the last two years for the similar category of items with following information
 - i. Order number
 - ii. Order amount
 - iii. Description of items
 - iv. Name of Organization

7. Contract Clauses

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

52.249-2	Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984)
52.212-4	Contract Terms and Conditions--Commercial Items (May 2015)
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)
52.204-26	Covered Telecommunications Equipment or Services-Representation (Oct 2020)